

Exploration Timeline (cont.)

Spreadsheets

Activity 4

Procedure

1. Open a new spreadsheet document.
2. In the **Unsaved spreadsheet** box, type your last name and then "Explorer Timeline." Click **OK** in the **Save Spreadsheet** window.
3. Spreadsheets are made up of columns that are identified by letters (A, B, C, etc.) and rows that are identified by numbers (1, 2, 3, etc.).
4. The location within a spreadsheet where a column meets a row is called a *cell*, and is identified by both a letter and number (Figure 4-2).

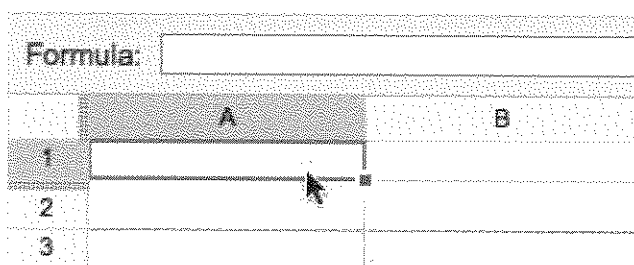


Figure 4-2

5. Type in the following title into cell **A1**: "Date."
6. Next, hit the **Tab** key on your keyboard. This will move you over one cell to the right, into cell **B1**. Now type in "Explorer."
7. Hit the **Enter** key on your keyboard. This will take you down one cell. Now click and drag over both cells **A1** and **B1** to highlight them.
8. Click the **Align** button, and choose the option to center the text in each cell (Figure 4-3).

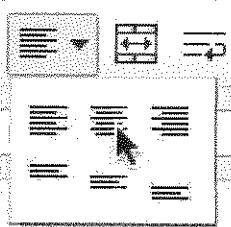


Figure 4-3

9. Also use the **Bold (B)** button to make your titles bold (Figure 4-4).

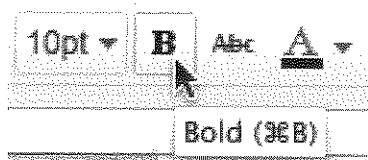


Figure 4-4

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10. Now you will change the background color of the cells. With cells A1 and B1 still highlighted, choose the **Text background color** button (Figure 4-5) and change the color to **light blue**.

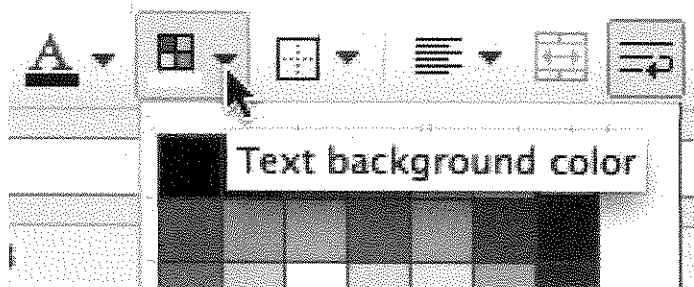


Figure 4-5

11. Next, click into cell A2 and type "1000." Center the date by using the **Align Center** button.
12. Hit the **Tab** key to move you over to cell B2, and enter the following text: "Leif Ericson explores North American coast."
13. Hit the **Enter** key on your keyboard. Now you will have to widen the column for the text to fit on only one line. To do this, click in between columns B and C, and drag it to the right until the entire sentence fits (Figure 4-6).

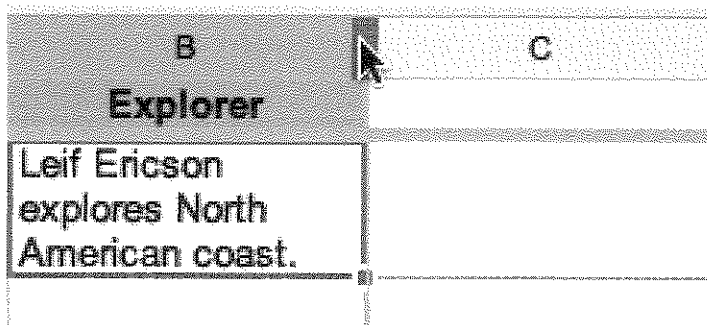


Figure 4-6

14. Next, click into cell A3 and type in the following year: "1275." Hit the **Tab** key on your keyboard to move you over to cell B3. Now type "Marco Polo begins exploration of China." Make sure the year is centered in its cell.

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15. Now continue to fill out your timeline by using the following information:

Date	Explorer
1341	Ibn Battuta begins exploration of India and China.
1541	Jacques Cartier explores Canada and the St. Lawrence River.
1609	Samuel de Champlain explores Great Lakes region of North America.
1405	Zheng He explores Indian Ocean and East African coast.
1524	Giovanni da Verrazzano explores North American coast.
1492	Christopher Columbus sails to the Caribbean.
1513	Vasco Nunez de Balboa crosses Panama and arrives at the Pacific Ocean.
1499	Amerigo Vespucci maps east coast of South America.
1513	Ponce de Leon explores Florida.
1497	John Cabot explores the coast of Newfoundland.
1519	Ferdinand Magellan sails around the globe.
1609	Henry Hudson sails up Hudson River.
1497	Vasco da Gama sails to India around the southern tip of Africa.

16. Once all of your information has been entered, make sure all the dates are centered, the explorer information is aligned to the left, and your column B is wide enough (Figure 4-7).

Date	Explorer
1000	Leif Erickson explores North American coast.
1275	Marco Polo begins exploration of China.
1341	Ibn Battuta begins exploration of India and China.
1405	Zheng He explores Indian Ocean and East African coast.
1492	Christopher Columbus sails to the Caribbean.
1497	John Cabot explores the coast of Newfoundland.
1497	Vasco da Gama sails to India around the southern tip of Africa.
1499	Amerigo Vespucci maps east coast of South America.
1513	Vasco Nunez de Balboa crosses Panama and arrives at the Pacific Ocean.
1513	Ponce de Leon explores Florida.
1519	Ferdinand Magellan sails around the globe.
1524	Giovanni da Verrazzano explores North American coast.
1541	Jacques Cartier explores Canada and the St. Lawrence River.
1609	Samuel de Champlain explores Great Lakes region of North America.
1609	Henry Hudson sails up the Hudson River.

Figure 4-7

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17. Next, you are going to add borders around each cell within your spreadsheet. To do this, highlight all of your timeline information by clicking and dragging over it. Then click the **Borders** button and choose the option for adding a border all around each cell (Figure 4-8).

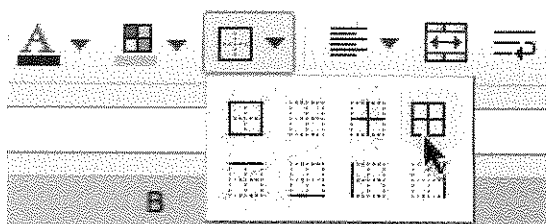


Figure 4-8

18. Finally, you will use the **Sort** command to sort your timeline by the date. To do this, highlight just the dates in column A by clicking and dragging over them. Then choose the **Data** menu and select **Sort sheet by column A, A-Z** (Figure 4-9).

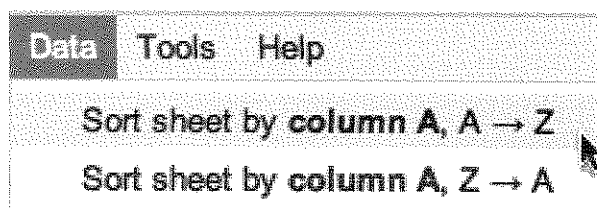


Figure 4-9

19. You can also sort your data within a column by moving your cursor to the top of Column A, and clicking on the small arrow on the right to bring up the **Column Menu** (Figure 4-10). Then choose the **Sort sheet A-Z** option.

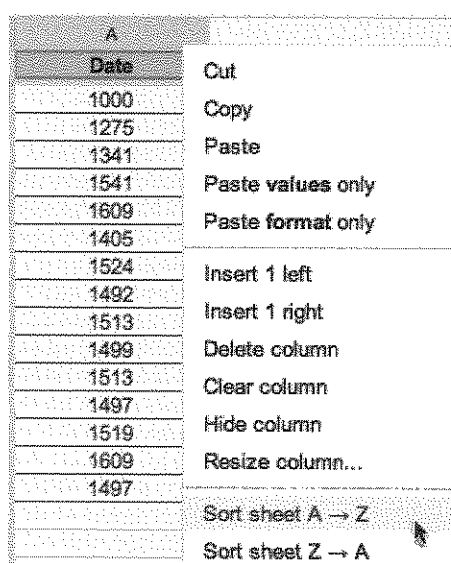


Figure 4-10

20. Your dates should now be in order, and your timeline project is complete and ready to be printed!